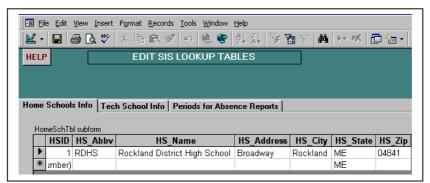
NOTE: Sending school list needs to be entered before entering student information.

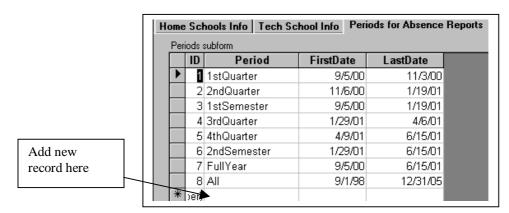
Customize Your School Information Click Button E

◆ at Button E, there are 3 tabs – Home Schools Info – Tech School Info – Periods for Absence Reports. Enter the relevant information for your school at each of these tabs.



Tab at Button E Screen for Edit Sending School Information

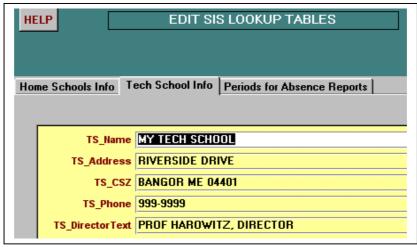
• RDHS info is just an example for you to follow. It can be deleted or written over.



Tab at Button E Screen for Customizing School Dates

- ◆ In the periods form, select or edit the period(s) that match your school system and enter the correct FirstDate and LastDate dates for them
- If you're on a Trimester system, you can add them as new records.
- **♦** Leave the ALL category as is

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Tab at Button E Screen to Customize School Information

- Enter the information appropriate for your school. This information will appear on reports.
- ◆ Logos and different fonts/styles for this information can be added to reports. (see instructions on how to do this in the SIS Technical Help manual)

♦ Add Instructor Name to Course List and Reports Click Button F

♦ At the top of the screen is the Course Table. Type instructor name as you wish it to appear on reports in the Instr column in the same row as the appropriate course.

